

PARENT HANDBOOK FOR ALL ABOUT KIDS, INC.

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ALL ABOUT KIDS, INC.

POLICY: MISSION STATEMENT

POLICY NO.: 1

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Our mission is to provide safe, caring, and quality child care to children and their families. All About Kids, Inc. wants all children to grow physically, emotionally, socially, and cognitively through play, exploration, and learning with others in a friendly, comfortable, and welcoming environment.

ALL ABOUT KIDS, INC.

POLICY: WELCOME

POLICY NO.: 2

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Dear Parents,

My name is Jennifer Beck Lizakowski and I am the owner and director of All About Kids, Inc. I grew up in Grand Forks and I am very excited that I can do something I love in my hometown. I have worked in child care for over 20 years and have my Child Development Associate Credential, specializing in Infants and Toddlers, Director's Credential, and Associate Degree of Liberal Arts and Sciences.

I am excited to have you and your child become a part of our family. The atmosphere I hope that we can offer is a familial one, focused on your children. I would like all parents to feel that they can leave their child here and feel secure in knowing they are in a loving, caring environment.

Your child is at an age where there is much wonder and many questions to ask. At All About Kids, Inc. we will explore the world around us through hands-on activities and play.

Play is one of the most important things your child does. Most activities in the center will be play-based. We do this with learning centers set up in each classroom, which enable the children to learn through playing and exploring. Activity centers also allow your child to have a choice in the activity they are participating in.

Please feel free to ask me or your child's teachers any questions you may have about the center.

Thanks for allowing us to participate in your child's life!

Jennifer Beck Lizakowski

ALL ABOUT KIDS, INC.

POLICY: PROGRAM PHILOSOPHY
APPROVED BY: Jen Beck Lizakowski

POLICY NO. 3
EFFECTIVE DATE: 5/1/2020

3.1 CURRICULUM

All programs, infant through preschool, use a play-based curriculum at All About Kids, Inc. This curriculum revolves around observations that are taken of the children during various times throughout the day. The teachers use objectives which are on a continuum to help them determine which skills or abilities the child is exhibiting during the observations and where he/she is developmentally. The learning objectives are divided into 6 different categories: social/emotional development, physical development, cognitive development, language development, mathematics, and literacy. The objectives on the continuum goes from birth until their last day with us. This allows us to see how all these skills grow and develop over their whole time here. Teachers use information they gain from the observations in several ways.

- Teachers know which skills each individual child needs to develop further and can work with that child every day to achieve those goals through lesson plans and everyday interactions.
- Teachers know the general ability level of the children in the classroom and can plan activities and lesson plans that are developmentally appropriate.
- Teachers know each child's interests and can provide additional materials and activities to increase his/her knowledge on a specific topic.
- The observation process is continuously ongoing, which allows the teachers to understand how each child is progressing and make changes if necessary.
- Parent/teacher conferences are held twice a year, which gives parents a chance to sit down with the teacher and talk about how their child is progressing in all the developmental areas.

3.2 INFANT PROGRAM

At All About Kids, Inc our infant program focuses on providing nurturing and responsive care that allows the children to determine their own eating and sleeping schedules throughout the day. This helps the children form secure and trusting relationships with their caregivers, which gives them confidence to explore the world around them. Infant providers will work with each child individually to help them grow and develop at their own pace.

Early on, children are introduced to Tummy Time, which helps them strengthen their core muscles. This sets the foundation for children to work on sitting, crawling, and eventually pulling up and walking. Language skills are nurtured through lots of talking, facial expressions, singing, and reading. Providers will also introduce children to Baby Sign Language to foster early communication.

Caregivers will initiate group activities throughout the day such as bubbles, singing, peek-a-boo, and group story time. Older infants will be introduced to coloring, painting, playdough, sensory experiences, and other similar activities. Outside play is taken advantage of when the weather allows.

3.3 TODDLER PROGRAM

Toddlers are an ever-changing group. They are becoming independent learners, thinkers, and doers while discovering their world through whole body movement. They still require nurturing adults to guide them through daily learning experiences and activities.

The teachers in the toddler classrooms will use play-based and hands-on learning activities. They will explore fine motor skills through center play and activities in the daily lesson plans such as painting, building with blocks, using peg boards, and beginning to use scissors with guided help. They will also be given time to explore large motor skills through outdoor play, dancing, and climbing apparatuses. Pre-literacy is heavily encouraged using books and short get-together times where teachers will read books the children choose. Books are available all day and children are encouraged to look through books and ask questions. Toddler listening skills are also worked on as they are becoming aware of rules and boundaries.

Interest areas in the toddler classrooms include: Dramatic Play, Blocks, Art, Music, Fine Motor, Large Motor, Books, and Sensory.

3.4 PRESCHOOL PROGRAM

In our preschool program we provide a safe and caring learning environment. Our philosophy is learning through play, so we offer the children many hands-on learning experiences that help each child grow developmentally and achieve goals at their own pace. The rooms are split into eleven different learning centers; Dramatic Play, Math, Science, Fine Motor, Art, Writing, Books, Large Motor, Music, Blocks, and Sensory; that are geared towards different areas of learning so the children can play and learn. We offer free play for a substantial portion of the day.

Our preschool classrooms are a mix of 3, 4, and 5-year-olds. With such a large age range, the lead teachers accommodate many different learning levels and capabilities through their daily lesson plan activities so that each child is challenged and able to grow developmentally at their own pace.

Each preschool classroom offers an optional small group activity daily. During the activity, the lead teacher has a few children come to the table and work on a variety of different concepts including, but not limited to, math, science, art, problem-solving, writing skills, fine motor, and language. This allows the lead teacher to get one-on-one time with those children to build their bonds and understanding of each child individually.

Large motor is also an especially important part of a preschooler's developmental growth. We go outside twice a day, weather permitting. If we cannot go outside, the teacher has the children do a large motor activity in the classroom, which is anything that gets the kids up and moving. Our goal is to have the children ready for kindergarten both academically, socially, and emotionally. We do this by providing many learning opportunities throughout the day and using situations that occur in daily preschool life as learning opportunities for developmental areas.

ALL ABOUT KIDS, INC.

POLICY: LICENSING INFORMATION

POLICY NO.: 4

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

4.1 GOVERNMENTAL LICENSING INFORMATION

All About Kids, Inc. is licensed by the state of North Dakota. We take the health and safety of your child seriously. Any reported health and safety concerns will be diligently and thoroughly investigated in furtherance of resolving the concern. We encourage you to come to us if you have any concerns about your child's safety or the program. If you need to contact Child Care licensing about a concern you may call 701-787-8500.

4.2 ACCREDITATION INFORMATION

All About Kids, Inc. participates in Bright and Early North Dakota. This program works on enhancing many different facets of the care your child receives to improve the overall quality of care we provide your children. These facets include, but are not limited to, caregiver to child interactions, child to child interactions, space, and environment, and learning activities. For more information on the Bright and Early program go to www.brightnd.org.

ALL ABOUT KIDS, INC.

POLICY: ENROLLMENT

POLICY NO.: 5

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Enrollment at All About Kids, Inc. is open to children from birth to their first day of kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

The following policies have been established to comply with the North Dakota licensing regulation 75-03-10 in accordance with the policies of All About Kids, Inc.

Interested parents can call and schedule an appointment to tour the facility. Once the tour is completed, the family can choose to enroll their child if an open spot is available. If an open spot is not available, parents can be added to the waiting list by completing a Waiting List Form.

Parents can enroll their child in All About Kids, Inc. by completing the Registration Agreement and paying the Registration Fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment packet, education fee, deposit, and signed Parent Handbook acknowledgement.

The Parent Provider Agreement is not meant to serve as a contract guaranteeing service for any duration. **ALL ABOUT KIDS, INC. RESERVES THE RIGHT TO DISMISS ANY PARENT OR CHILD AT ANY TIME WITH OR WITHOUT CAUSE.**

Continued enrollment at All About Kids, Inc. is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of All About Kids, Inc. as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify All About Kids, Inc. immediately of any changes in the information collected at the time of enrollment or any time thereafter. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

ALL ABOUT KIDS, INC.

POLICY: TUITION

POLICY NO.: 6

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

All custodial parents and/or legal guardians are required to sign a Parent/Provider Contract prior to enrollment of their child in All About Kids, Inc. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

6.1 PAYMENT SCHEDULE

All About Kids, Inc. has a weekly tuition. At the time of enrollment parents are required to complete an ACH form indicating which checking or savings account they would like the tuition withdrawn from. Parents also indicate at the time of enrollment if they would like the tuition withdrawn every Monday or every other Monday (weekly or bi-weekly).

All About Kids, Inc. accepts cash or money orders. Receipts will be given for tuition payments. All cash payments must be hand delivered directly to the Director, Assistant Director, or a Supervisor, a receipt reflecting the cash payment will be prepared by the Director, Assistant Director, or Supervisor immediately. It is the parent's responsibility to request such a receipt upon tender of payment.

In addition to the weekly tuition, there is an Educational Fee to be paid each year the first Monday in September. The first education fee will be due upon enrollment. This fee will be withdrawn from the parent's designated account in addition to that week's tuition. This fee covers a portion of the cost of the observation and assessment, center's curriculum, and our Kid Reports communication app. All About Kids, Inc. uses the play-based curriculum along with Teaching Strategies Gold observation and assessment materials. The amount of the Educational Fee will not be prorated.

There are certain days throughout the year that are considered "Low-Numbers" days when many of the children will be absent (Christmas Eve, the Friday after Thanksgiving, etc.). On these days All About Kids, Inc. requires that parents sign their children up for care ahead of time so we can staff the building accordingly. If parents sign their child up for care on a "Low-Numbers" day, then fail to bring the child, a \$20.00 fee will be charged to the family's account and deducted in addition to tuition on the next week's scheduled payment date. Likewise, if parents do not sign their child up for care, then does bring the child, the same \$20.00 fee will be charged to the family's account.

All About Kids, Inc. closes at 7:00pm. Any child picked up after 7:00pm will be considered late, and a \$5.00 per minute per child late fee will be charged to your account, payable when tuition is due. Please see Late Pick-Up Policy 15.1 for more information.

Tuition does not include fees for field trips and extracurricular activities such as gymnastics, movies, etc.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

6.2 LATE PAYMENTS

If parents fail to have enough funds in their designated checking or savings account when tuition is withdrawn, they will be charged a \$25.00 non-sufficient funds fee. The tuition and \$25.00 must be paid in cash before the child may return to care.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at All About Kids, Inc., however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

6.3 CHILD CARE ASSISTANCE

All About Kids, Inc. does accept families who are on ND childcare Assistance.

Families on childcare assistance will be responsible for paying their weekly tuition. All About Kids, Inc. will fill out the appropriate forms when needed. (typically, month end) The childcare assistance payment will then be paid to the families (not All About Kids, Inc.) to reimburse their child care.

Any questions or concerns regarding payment should be directed to the Director.

6.4 VACATION

Children enrolled full time will be eligible for vacation days after 90 days of full-time enrollment. A vacation day is a day that will be credited to your account after your child is scheduled to be gone. The credit can take up to two weeks after the vacation day happens. Full time children will receive 10 vacation days per year. A condition precedent to scheduling a vacation day is two-week written notice prior to the scheduled use of vacation days. Each child's vacation days replenish on their enrollment anniversary date each year. Vacation days may not be rolled over into the next year. Any vacation days not used by the child's enrollment anniversary will be forfeited. Vacation days may not be used for scheduled school holidays. For a list of these holidays please see School Calendar Policy 17.

Families that switch enrollment from full time to part time will no longer have vacation days. If the family switches back to full time, the family will not be allowed vacation days until the 90-day waiting period is up.

6.5 SUMMER VACATION

All About Kids, Inc. allows families to withdraw from care during the summer and return in the fall. Families must follow the public-school calendar for withdrawing from and returning to care. A two-week tuition deposit is required to hold the child's spot in the fall. The two-week deposit will be withdrawn from the parents' designated checking or savings account the first Monday after the last tuition payment is made before the child leaves for the summer. The tuition deposit will be applied to the child's first two weeks of care when they return in the fall. If the child does not return to care in the fall, the deposit will be used to fulfill the child's two-week notice requirement.

Parents wanting to withdraw their child for the summer and return in the fall must indicate their intention to do so on the Summer Enrollment Form and must also complete and sign a Summer Deposit Agreement. Parents who indicate on their Summer Enrollment Form that their child will maintain their enrollment during the summer, then choose to withdraw their child after the Summer Enrollment Forms are due, may do so with the required two week notice, but are not guaranteed a spot for their child in the fall.

ALL ABOUT KIDS, INC.

POLICY: CONFIDENTIALITY

POLICY NO.: 7

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Within All About Kids, Inc., confidential and sensitive information will only be shared with employees of All About Kids, Inc. who have a “need to know” for the most appropriate and safe care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as All About Kids, Inc. strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with All About Kids, Inc.

Outside of All About Kids, Inc., confidential and sensitive information about a child will only be shared when parents of the child have given express written consent, except where otherwise required by law. Parents will be provided with a document detailing the information that is to be shared outside of All About Kids, Inc., persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parents who violate the Confidentiality policy will not be permitted on All About Kids, Inc. property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing All About Kids, Inc.

You may observe children at our center who have a disability or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of All About Kids, Inc. are strictly prohibited from discussing private information about another child with you.

ALL ABOUT KIDS, INC.

POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT POLICY NO.: 8

APPROVED BY: Jen Beck Lizakowski EFFECTIVE DATE: 5/1/2020

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of All About Kids, Inc. are considered mandated reporters, under this law. The employees of All About Kids, Inc. are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at All About Kids, Inc. take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of All About Kids, Inc. are immune from criminal and civil liability when reports are made in good faith, regardless of the ultimate outcome of such a mandatory report.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a child with disabilities
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

ALL ABOUT KIDS, INC.

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

All About Kids, Inc. always requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of All About Kids, Inc. is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of All About Kids, Inc. but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING

No parent or adult is permitted to use offensive language, which means profanities, derogatory slurs, racism, bigotry or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall offensive language be directed toward members of the staff. Violation of this policy may result in disenrollment.

9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS, OR ADULTS ASSOCIATED WITH ALL ABOUT KIDS, INC.

Threats of any kind will not be tolerated. In today's society, All About Kids, Inc. cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.** Repercussions of violating this policy will be up to but not limited to disenrollment of your child.

All About Kids, Inc. reserves the right to refuse/ban any person who violates this policy.

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT ALL ABOUT KIDS, INC.

All About Kids, Inc. does not necessarily support nor condone corporal punishment of children, and such acts are not permitted in the child care facility regardless of whether the individual is staff or not. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If parents should witness another parent's child behaving in an inappropriate manner or is concerned about behavior

reported to them by their own child, it is encouraged and appropriate for the parents to direct their concern to the classroom teacher and/or Director.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director investigate and pursue an appropriate course of action. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center. If parents continue to see the previously reported behavior or believe the situation has not been resolved, we encourage reporting such concerns directly to the Director.

9.4 SMOKING

For the health of all employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of All About Kids, Inc. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY

Parents are always required to follow all safety procedures. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of All About Kids, Inc. Please be particularly mindful of All About Kids, Inc. entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Administration.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF ALL ABOUT KIDS, INC.

While it is understood that parents will not always agree with the employees of All About Kids, Inc., or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited on All About Kids, Inc. premises.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY

All About Kids, Inc. takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with All About Kids, Inc. Any parents who share any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the Confidentiality Policy.

ALL ABOUT KIDS, INC.

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at All About Kids, Inc., as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) All About Kids, Inc. must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests, in writing, a more liberal application of the order. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal application of the order.

In the absence of a court order on file with All About Kids, Inc., **both** parents shall be afforded equal access to their child as stipulated by law. All About Kids, Inc. cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, All About Kids, Inc. suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. All About Kids, Inc. staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Administration and are allowed in the child care facility only at the discretion of the Director. An employee of All About Kids, Inc. will always accompany visitors throughout the center. This includes tours for future families.

All About Kids, Inc. will dis-enroll any child whose parent is prohibited by All About Kids, Inc. from entering agency property for any reason. Due to the parents' right to immediate access policy, as well as state and federal regulations, All About Kids, Inc. cannot have a child at the center when the child's parent is prohibited access by All About Kids, Inc. administration. All About Kids, Inc. will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

ALL ABOUT KIDS, INC.

POLICY: DISMISSAL

POLICY NO.: 11

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

All About Kids, Inc. reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the All About Kids, Inc. legal counsel for collection.

Administration will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave All About Kids, Inc. in a calm and respectful manner, immediately. All About Kids, Inc. will request assistance from local police should any parents become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Administration if they wish to return to All About Kids, Inc. following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parents.

Following a dismissal, any parents or child who harass, threaten or in any manner cause harm to anyone affiliated with All About Kids, Inc. by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by All About Kids, Inc.

ALL ABOUT KIDS, INC.

POLICY: WITHDRAWING FROM CARE

POLICY NO.: 12

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter All About Kids, Inc. without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to All About Kids, Inc. following the last day of enrollment at All About Kids, Inc. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's full-time enrollment status to part-time must submit a request to do so two weeks in advance of the proposed change.

ALL ABOUT KIDS, INC.

POLICY: COURT ORDERS AFFECTING ENROLLED CHILDREN POLICY NO.: 13

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) All About Kids, Inc. must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests, in writing, a more liberal application of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal application of the order.

In the absence of a court order on file with All About Kids, Inc. administration, both parents shall be afforded equal access to their child as stipulated by law. All About Kids, Inc. cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, All About Kids, Inc. is obligated to follow the order for the entire period it is in effect. Employees of All About Kids, Inc. cannot, at the request of anyone, except for court order, allow a Protection from Abuse Order and/or a Restraining Order to be violated. All About Kids Inc. will report any violations of these orders to the appropriate authorities.

ALL ABOUT KIDS, INC.

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Upon arrival at All About Kids, Inc., the parents, or the adult dropping the child off must sign the child into care on the computer located in the front entryway. Children are required to be escorted by their parents or the adult dropping them off, to their designated classroom. Children are always required by law to be supervised while in the child care facility. Parents are required to help children put away their outerwear, contact their teacher, and get settled for the day.

All About Kids, Inc. discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parents to leave. All About Kids, Inc. believes it is best for parents to tell the anxious child upon arrival that after all the child's things are put away, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of All About Kids, Inc. are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

14.1 NOTIFICATION OF ABSENCE

Parents are asked to inform the center as soon as possible if a child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day more effectively.

If your child is ill, we request that you notify the center not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Administration so that the parents of the children in the school maybe be notified that a communicable disease is present. Once again, only the communicable disease information will be shared, not the identity of your child. All About Kids, Inc. will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are asked to notify the center as soon as possible to maintain the appropriate number of employees to ensure ratios are met when the child arrives at school.

14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

All About Kids, Inc. reserves the right to refuse admission to any child at any time with or without cause.

All About Kids, Inc. strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to

maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at All About Kids, Inc. if the child were to be present at the center.
5. Parents’ failure to pay tuition on time.
6. Parents’ failure to maintain accurate, up to date records.
7. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

ALL ABOUT KIDS, INC.

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Parents or other authorized adults are required to sign their child out of care on the computer in the front entryway. Once parents sign their child out, the parents are then solely responsible for supervising their child while on All About Kids, Inc. premises. The parents may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's mailbox, cubby, or school bag each day.

15.1 LATE PICK-UP:

All About Kids, Inc. closes at 7:00pm. Any child picked up after 7:00pm will be considered late and will be charged a late fee to your account, payable when tuition is due.

Please note: Law enforcement officials will be notified if children are not picked up by 7:30pm and no contact has been made with parents/guardians.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of All About Kids, Inc. will contact local police and/or the other custodial parent should parents appear to the staff of All About Kids, Inc. to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the All About Kids, Inc. from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, All About Kids, Inc. staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of All About Kids, Inc. to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of All About Kids, Inc. will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

15.3 AUTHORIZED PICK-UP PERSONS

At enrollment, parents will be presented with a Child Information Sheet, where they can add all persons to the child's authorized pick-up list. Parents are encouraged to include this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from All About Kids, Inc. In an emergency the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements may result in dismissal from the program.

Parents do not need to be listed as emergency contacts or as a child's authorized pick-ups on the Child Information Sheet. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Child Information Sheet have the right to act "In Loco Parentis" by filing out an In Loco Parentis form. In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including, but not limited to, incident reports and behavior issues. In the absence of this designation the people on the Child Information Sheet are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the authorized pick-up list will be required to provide a government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule. **Parents should be aware that if an All About Kids, Inc. staff member does not recognize them, they will also be asked to show a photo ID.** While this may be frustrating for parents, they should keep in mind that the staff member is doing this for the safety of their child.

All changes and/or additions to the authorized pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

All About Kids, Inc. reserves the right to refuse/ban any person other than the child's parents listed on the authorized pick-up list for any reason, including but not limited to, violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the authorized pick-up list of the policies/procedures contained herein.

ALL ABOUT KIDS, INC.

POLICY: TRANSPORTATION

POLICY NO.: 16

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

At All About Kids, Inc., we have a van for transportation. We go to different activities and do field trips. The van is equipped with Child Safety seats that have been installed by a certified car seat technician and checked by another technician. The seats will hold children forward facing using an internal harness from 22-65 pounds and whose height is 27-49 inches. All children will ride in a harness until they are either more than 65 pounds or 49 inches. The Director will be the only staff member approved to drive the van and buckle the children into the van. All About Kids, Inc. carries liability and vehicle insurance through Bremer.

All About Kids, Inc. will weigh and measure your children monthly to ensure that they do not exceed the limits on the car seat.

All About Kids, Inc. will always notify parents when they will be going on a field trip. If a classroom decides to go on a trip last minute, parents will be notified before the class leaves.

ALL ABOUT KIDS, INC.

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

All About Kids, Inc. is open from 6:30am to 7:00pm Monday through Friday.

All About Kids, Inc. will be closed the following days each year:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

All About Kids, Inc. is open Christmas Eve Day but will close early at 4:00pm.

Parents are not permitted to use vacation days for the above scheduled holidays. Please see Vacation Policy 6.4 for more information.

All About Kids, Inc. will also close early for the following occasions:

Fall Family Fun Night, which is held annually in September. The center closes at 6:00pm that evening and no supper is served.

Preschool Graduation and Spring Concert, which is held annually in May. The center closes at 6:30pm and no supper is served.

ALL ABOUT KIDS, INC.

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 18

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing through email, text, and it can be seen on All About Kids, Inc. Facebook page.

Should All About Kids, Inc. need to close in the middle of the day, the staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location, should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition suspended.

ALL ABOUT KIDS, INC.

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

19.1 DAILY SCHEDULE OF ACTIVITIES

Most of the classrooms at All About Kids, Inc. have consistent daily schedules of activities. The infant classroom is the only one that does not have a set daily schedule, as the children themselves determine their own schedules from day to day.

The daily schedules in the toddler and preschool programs are kept as consistent as possible. This provides the children in those classrooms with structure and predictability, which helps create a sense of security, allowing the children to play and learn freely.

While the daily schedules in each classroom are slightly different, there are some components that all the classrooms share.

The infant classroom offers many of the same experiences from day to day as the toddler and preschool classrooms, just do not have the consistency of these experiences being at the same time each day.

Each day the infant providers engage the children in group activities, initiate group mealtimes for the infants on solid and table food and lead-free play in the learning centers. Outside play is taken advantage of weather permitting.

19.2 CLASS ASSIGNMENTS

Class assignments are based on several factors. A child's age, personality and temperament, development, and availability are all taken into consideration when assigning a child to a classroom.

A child's age is the primary factor considered when assigning a child to a classroom. Typically, children age 0-16 or 17 months are assigned to an infant classroom, children age 17 or 18-35 months are assigned to a toddler classroom, and children age 3, 4, and 5 years are assigned to a preschool classroom. However, sometimes a child's development allows them to be assigned to a program outside of their age range.

If multiple open spots exist in different classrooms in the same program, personality and temperament can be used to determine where the child would best fit in with the caregivers and other children in the classroom.

In other cases, spots available determine which classroom a child will be assigned to. Such cases exist when a spot in a specific classroom becomes available and a family decides to enroll their child into that spot, provided the age of the child corresponds with the ages of the children in that program.

19.3 TRANSITIONS

Children will be transitioned into the next classroom based on several different factors. We look at how many spots are available in each classroom, the child's age, the child's personality, and temperament, and whether or not the child is developmentally ready to move up. We also try to move pairs or groups of friends at the same time to ease the transition. Parents' opinions and requests are always respected, but sometimes may not be granted due to the above factors.

Children that are selected to transition will have a transition schedule completed by a supervisor, which allows the child moving up to visit in their new classroom for short periods of time during a week or so. During this time, the child can get to know their new teacher and classmates and become familiar with that classroom's schedule and routines.

Parents should keep in mind that just because a child is eligible and/or ready to move up into the next program, they may not be able to if a spot is unavailable. In these cases, All About Kids, Inc. will move the child up as soon as a spot in the next program does become available.

19.4 STAFF TO CHILD RATIOS

The following staff to child ratios are in accordance with North Dakota licensing regulations and will always be maintained at our center. Children are assigned various point values based on age. The total number of children who can attend at any given time is based on age and adult-to-child ratios, square footage of each classroom, and point levels.

One adult can care for children totaling 1.34 points, but ratios must be met, and the provider may not exceed the maximum number of children per age per provider allowed by licensing. An additional qualified child care provider is added for every 1.0 points.

Children ages 0 through 17 months are worth 0.25 points, the adult-to-child ratio is 1:4, and the maximum group size is 10 children.

Children ages 18 months through 35 months are worth 0.20 points, the adult-to-child ratio is 1:5, and the maximum group size is 15 children.

Children age 3 years are worth 0.14 points, children age 4 years are worth 0.10 points, children age 5 years are worth 0.08 points, and children age 6 to 12 years are worth 0.05 points. Maximum group size is anywhere from 20-30 children, however, because the preschool classrooms are made up of mixed age groups, we rely more on the square footage and the points each child is worth to help us maintain ratios rather than the adult-to-child ratio.

19.5 NAP/REST TIME

All programs include a nap/rest time in their daily schedule. The number of naps and what nap items are allowed varies with each program.

In the infant program the children determine their own schedules— "nap as needed." Children under a year old will nap in a crib or pack 'n' play. Parents of children who are under a year old must complete an Infant Sleep Permission Form, giving permission for All About Kids, Inc. infant staff to use specific

sleep items in the crib with their child. These items include: a sleep sack, and a pacifier. Sleep sacks are provided by All About Kids, Inc. If parents choose to, they can bring in their own sleep sack. Children under a year old will always be placed on their backs to sleep. All About Kids, Inc. staff is not permitted to swaddle children over 2 months of age or when they begin to roll over, whichever comes first. Infants over a year old will sleep on a cot with one blanket and if needed a pacifier. Children over a year old may sleep in any position.

Children in the toddler and preschool programs lie down for nap/rest time once a day. Preschoolers will be required to lie down for 30 minutes and toddlers for 1 hour, and then may get up and do quiet activities until nap/rest time is over. Children in these programs will lie on a cot and may have a blanket. The blanket needs to fit inside the child's cubby. Children are not permitted to store any items; nap, toys, or other; on top of the cubbies. For this reason, children are not allowed to bring multiple blankets or large (standard size) pillows. If such items are brought to the center the parents will be asked to remove any items that are not in accordance with this policy.

All nap/rest items brought into All About Kids, Inc. need to be labeled with the child's first and last name. All About Kids, Inc. is not responsible for lost or damaged items.

All nap/rest items will be sent home on Fridays to be laundered and returned on Monday.

19.6 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Parents are responsible for supplying the following personal care items for their children: diapers/pull-ups, wipes, 4 bottles (if needed), a blanket, a pacifier (if needed), diaper ointment, skin lotion, and lip balm.

Children are always required to have three season-and-size-appropriate complete changes of clothing at All About Kids, Inc. A complete change of clothing includes shirt, pants, underwear, socks, and closed toe shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All items must be clearly labeled with the child's first and last name. All About Kids, Inc. is not responsible for lost or damaged items.

Personal care items provided by All About Kids, Inc. include: all plates, bowls, cups, and utensils for meals; cots, cribs, sleep sacks for rest/naptime; and sunscreen and insect repellent for children in all classrooms. Children in the toddler and preschool classrooms will also be provided with the following: a water bottle; a summer hat; and a toothbrush and toothpaste.

Most of the educational supplies are provided by All About Kids, Inc. The parents are responsible for paying an Educational Fee once a year that helps cover the cost of the observation and assessment portion of All About Kids, Inc. curriculum. Please see the Tuition policy 6.1 for more information on the Educational Fee.

All About Kids, Inc. also provides all meals/food for the children. Please see the Foods policy 25.9 for a detailed list of what is specifically provided for each age group/program.

19.7 BIRTHDAY/HOLIDAY CELEBRATIONS

All About Kids, Inc. does allow birthday and holiday celebrations. Homemade and store-bought treats are both allowed, but parents need to maintain the center's **no peanut** policy. Please see Food policy 25.9 for a more detailed description of the peanut policy. Please also see the Food policy 25.9 concerning when infants under the age of 12 months can have outside treats/food.

Parents will be invited into All About Kids, Inc. to celebrate various holidays with their children. Examples include: Valentine's Day, Easter, Halloween, and Christmas.

If at any time a family is not comfortable with their child's classroom or the center celebrating a specific holiday, they should direct their concerns to the administration.

19.8 PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice a year, once in the spring and once in the fall. Attending conferences is optional but encouraged. During conferences, the lead teacher in each classroom will discuss with you what we have been seeing from your child during the last six months based on the observations we have taken. Parents also get to see pieces of artwork their child has created and photographs that show their child doing various tasks or activities around the classroom. The lead teacher will also share with the parents a few things their child can be working on, both at the center and at home. Parents may discuss any concerns they have about their child at this time.

If at any time parents wish to discuss an issue or concern about their child, they are welcome to make arrangements to meet with their child's classroom teacher.

19.9 COMMUNICATION

All About Kids, Inc. communicates with parents by using Kid Reports. It is a free app parents can use to get information about their child's day. When enrolling at All About Kids, Inc., parents will receive an email on how to put the app on their phone. Parents will use a username and password to access their child's kid reports. Parents will be able to see their child's day, add medications, and email teachers. Parents will get to see what/how their child ate, diaper changes, what the activity of the day was, and how their child's day was. Along with that, parents can get pictures if approved by our picture permission slip. Should your child be involved in an incident/accident during the school day, a staff member will complete an Incident Report. The incident report is filled out on the Kid Reports app. Parents can see it right away on the app. At pick up, only a parent or persons designated to act "in loco parentis" are required to sign incident reports from the day. The classroom teacher will be able to briefly discuss the matter at pick-up. The parent will sign the form on the teachers app. If a parent is unable to pick up and the person picking up is not on the loco parentis form, a phone call by the teacher to the parent will be placed. The parent also must sign the incident report within 24 hours.

All About Kids, Inc will only dispense over the counter and/or prescription medication that is in original, labeled containers. Parents are required to complete a Medication Form before any medication can be administered to their child. The Medication Form is on Kid Reports to be filled out and signed by the parent. There is a how to form on how to fill out a Medication Form on Kid Reports of Form C.

19.10 GRADUATION

Graduation at All About Kids, Inc. is held each year in the middle of May. All children who will be attending kindergarten that coming fall will be eligible to graduate. The graduation ceremony is combined with the preschool spring concert. While only the children attending kindergarten in the fall will graduate, all the children in the preschool program are encouraged to participate in the spring concert portion of the program.

ALL ABOUT KIDS, INC.

POLICY: DISCIPLINE

POLICY NO.: 20

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

At All About Kids, Inc. our providers will guide children through tough situations, modeling the appropriate way to handle them and giving the children the correct words to use. When consequences are needed, All About Kids, Inc. staff strives to make them logical, so children understand the effects of their actions.

Along with modeling appropriate behavior, providers will also try to redirect or distract children with a new toy or activity, and/or explain to them why they cannot make a certain choice and offer a substitute.

If a child becomes overly upset during a tough situation and all the above efforts to calm the child fail, the child will occasionally be removed from the large group. In the infant and toddler classrooms this usually means moving the child away from the large group for the protection of the other children and having a provider sit with the child until they are calm. Providers will talk to the child about why they are upset and guide them back into play when ready. Time-outs are never used in the infant and toddler programs. If a preschool-aged child is having trouble calming down, teachers will also try to bring them to a quiet area of the room and talk about why they are upset. When ready they are also allowed to reenter play. Time-outs can be used in the preschool program in cases where a child is hurting themselves, others, or destroying property.

One of the most emotion-filled behavior issues in child care is biting. All About Kids, Inc. recognizes that biting is unfortunately not unexpected when children are in group care. Please see Biting policy 25.4 on how biting is handled in our center.

ALL ABOUT KIDS, INC.

POLICY: TOYS FROM HOME

POLICY NO.: 21

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum (show and tell). Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come and remove the toy.

All toys need to fit inside the child's cubby. Children are not permitted to store any items; nap, toys, or other; on top of the cubbies. For this reason, children are not allowed to bring overlarge toys. Such items are brought to All About Kids, Inc., then the parent will be asked to remove any items that are not in accordance with this policy.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by All About Kids, Inc. staff for safety and appropriateness and may be prohibited at the sole discretion of All About Kids, Inc.

All toys brought into All About Kids, Inc. need to be labeled with the child's first and last name. All About Kids, Inc. is not responsible for lost or damaged toys.

ALL ABOUT KIDS, INC.

POLICY: DRESS CODE

POLICY NO.: 22

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

22.1 CHILDREN

Clothing:

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Coats, hats, gloves, snow pants, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes, flip-flops, or Crocs for outside play. If a child wears one of these types of footwear to the center, they need to have a pair of appropriate footwear for outside play. The appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are always required to have three season-and-size-appropriate complete changes of clothing at the center. A complete change of clothing includes shirt, pants, underwear, socks, and closed toe shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. All About Kids, Inc. is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not recommended to wear jewelry of any kind. If a child arrives at the center wearing jewelry such as necklaces, bracelets, etc., parents will be asked to remove the jewelry from the center. Staff will not require parents to remove a child's earrings, but parents should be aware that All About Kids, Inc. does not recommend earrings be worn by the children and is not responsible for any accidents or injuries associated with them.

Hair beads, bobby pins, etc. are not to be worn by children. These accessories are safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending All About Kids, Inc.

All About Kids, Inc. is not responsible for damage to or loss of any articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at All About Kids, Inc. or involved in any All About Kids, Inc. sponsored events. Inappropriate clothing would include overly revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive, vulgar, or profane language is prohibited.

Parents will be required to remove their shoes prior to entering any infant classroom. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any All About Kids, Inc. sponsored event, parents are not recommended to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents may be restricted from volunteering if they are not in compliance with this policy.

ALL ABOUT KIDS, INC.

POLICY: FIELD TRIPS

POLICY NO.: 23

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

All About Kids, Inc. occasionally supplements the in-class curriculum with off-premise field trips. The mode of transportation on all field trips will be in the van or walking. Parents complete a Van Permission Slip and a Walk Permission Slip annually giving children permission to go on rides or walks with their classroom, which includes all field trips. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, and cost (if any). All trip costs must be paid in advance for your child to attend.

Parents will not be permitted to transport any child, other than their own, on an All About Kids, Inc. sponsored trip.

If your child is not scheduled to attend on the day of a field trip (part-time children) and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. Parents of children who are enrolled part-time should also be aware that there may be an additional tuition cost for bringing their child on a non-scheduled school day. For example, if a child has already attended three days for one week, fulfilling their part-time allowance of 20 hours per week, they will be billed an additional hourly cost for the number of hours the child attended the field trip.

ALL ABOUT KIDS, INC.

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend field trips, read in the classroom, assist teachers, and/or coordinate special events.

Any parents who volunteer in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

ALL ABOUT KIDS, INC.

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete an enrollment packet of information. This packet is to be returned to the center's office within 5 business days. All children are required to have a complete up to date immunization record on file at All About Kids, Inc. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parents or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director or Assistant Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases All About Kids, Inc. from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided All About Kids, Inc. exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

All About Kids, Inc. follows all health/communicable disease policies as outlined in Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased for \$60.00 from the National Association for the Education of the Young Child (NAEYC) at www.naeyc.org.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If parents are reached, but cannot pick their child up within 45 minutes, it becomes the parents' responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If parents

cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

All About Kids, Inc. wellness policy is designed to keep all children and staff healthy. Keeping children healthy and not spreading contagious illnesses is the responsibility of both the staff and families. One of the most effective ways to avoid the spread of germs is through frequent hand washing, and by asking children and staff who may be contagious to remain at home until they are feeling better. If parents know their child is not feeling well, they are asked to keep them at home.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease, including those listed below. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics' Quick Reference Guide: Managing Infectious Diseases in Child Care and Schools. Parents must present a doctor's note stating their child is no longer contagious and can return to the program. All About Kids, Inc. reserves the right to refuse to allow a child to return if the Director believes the child to be too ill to participate in the program.

A child will be sent home if one or more of the following conditions exist (taken directly from the Child Care Aware website):

1. The illness prevents the child from participating comfortably in activities as determined by the child care provider.
2. The illness results in greater need for care than the child care staff can provide; therefore, compromising the health and safety of the other children as determined by the child care provider.
3. The child has any of the following conditions:
 - A. Fever with behavior changes or other symptoms (fever is defined as having a temperature of 100 degrees F or higher taken under the arm, or an oral or ear temperature of 101 degrees F or higher. A staff member will always take a child's temperature under the arm). Children may return to care once they are fever-free for at least 24 hours without the aid of fever-reducing medication.
 - B. Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
 - C. Diarrhea (if stool is not contained in the diaper, if causing "accidents" for toilet trained children if stool frequency exceeds 2 or more stools above normal for the child). Children can return to child care once the diarrhea resolves except for the following:
 - Salmonella, until 3 negative stool cultures
 - Shigella, until 2 negative stool cultures
 - E. Coli, until 2 negative stool cultures
 - Cryptosporidium, until 2 negative cultures
 - G intestinalis, until 2 negative cultures
 - D. Blood in stools
 - E. Vomiting illness (2 or more episodes in the previous 24 hours) if no other symptoms. One episode if other symptoms are present or if a child has a recent history of a head injury. Children may return to care once vomiting has ceased for at least 24 hours.

- F. Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
- G. Mouth sores with drooling (except for canker sores and thrush) unless a health care provider or health department official determines that the child is noninfectious.
- H. Hand-foot-and-mouth disease unless lesions can be covered.
- I. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- J. Head lice, from the end of the day until after the first treatment.
- K. Scabies, until after treatment has been completed.
- L. Tuberculosis, until a health care provider or health official gives written permission stating that the child is on appropriate therapy and can attend child care.
- M. Impetigo, until treatment has started as long as lesions are covered.
- N. Strep throat, until the child has been treated for 24 hours.
- O. Chickenpox, until all sores have dried and crusted.
- P. Pertussis (whooping cough), until 5 days of antibiotic treatment.
- Q. Mumps, until 5 days after the onset of parotid gland swelling.
- R. Hepatitis A virus, until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- S. Measles, until 4 days after onset of rash.
- T. Rubella, until 7 days after onset of rash.
- U. Unspecified respiratory illness (including the common cold, sore throat, croup, bronchitis, runny nose, or ear infection), only if their illness is characterized by one or more of the following conditions:
 1. The illness has a specified cause that requires exclusion, as determined by other specific performance standards listed above.
 2. The illness limits the child's comfortable participation in child care activities.
 3. The illness results in the need for more care than the staff can provide; therefore, compromising the health and safety of other children.
- V. Shingles, exclusion should be decided by the health care provider. If a child is allowed in child care, it is recommended to keep all sores covered by clothing or a dressing until all sores have crusted over. The virus is present in small, fluid filled blisters, and is spread by direct contact.
- W. Herpes simplex if the child is drooling and mouthing toys/items. In selected situations, children with mild disease who are in control of their mouth secretions may not have to be excluded if recommended by a healthcare provider.
- X. MRSA, exclusion should be decided by the health care provider. If a child or staff is allowed in child care, then all open or draining boils/sores must be covered and dressings must be kept dry. Child must be fever-free and able to participate in activities.

If your child will be absent due to illness, we request that you notify All About Kids, Inc. staff. It enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the staff, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared but not the identity of your child. All About Kids, Inc. will take all measures necessary to protect

your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

25.4 BITING

All About Kids, Inc. recognizes that biting is, unfortunately, not unexpected when children are in group care. We understand that biting is upsetting for parents, children, and teachers alike. While biting is never the correct thing to do, we also understand that children bite for a variety of reasons and most are not related to behavior problems. Some of these reasons include discomfort due to teething; an expression of feelings; the wrong environment or program for a child; or sensory exploration. Therefore, our program focuses on teaching the child appropriate techniques to address the specific reason for biting, rather than punishing the child for their actions.

When there are episodes of ongoing biting, our staff will develop a plan that includes specific strategies and techniques that address the reason the child is biting. We will not use any strategies or techniques that harm or frighten a child or are known to be ineffective. For these reasons, **we will not expel a child because of biting**. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents may have their child disenrolled.

Caregivers give immediate attention and first aid, if necessary, to the child who was bitten. The bite area is cleaned with soap and water and an ice pack may be applied. The child who bit will then be addressed and clearly told that biting is not okay. Staff members will also demonstrate appropriate techniques for dealing with the reason for biting.

When a child bites, both the parents of the biter and the child who was bitten are informed personally the same day and will be given a completed incident report to read and sign. When ongoing biting occurs, the plan that is devised to work on the problem is also shared with the parents.

The staff may not discuss with either parents the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

All About Kids, Inc. will only dispense over the counter and/or prescription medication that is in original, labeled containers.

Parents are required to complete a Medication Form before any medication can be administered to their child. Parents should complete a Prescription Medication Form for any prescription brought in for their child. These forms expire after the end date listed on the form has passed. A Non-prescription Medication Form should be completed for any over-the-counter medications such as acetaminophen, ibuprofen, allergy medication, etc. These forms expire after 30 days. Medication Forms can be done on Kid Reports.

All About Kids, Inc. will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis. Parents are required to supply an unopened bottle of

the fever reducing/pain medication clearly labeled with their child's name. Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

25.6 FIRE/EMERGENCY DRILLS

All About Kids, Inc. conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the Administration will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If All About Kids, Inc. is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the building is having a real fire/emergency, parents will be asked to wait until the Director or Director Designate has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

In the event of a tornado warning all children will be brought out into the hallway until the warning expires. Parents can pick-up their children during a tornado warning but are asked to use caution when doing so.

25.7 ALTERNATE SAFE LOCATION

Should the administration of All About Kids, Inc. or any emergency services personnel determine the building which houses the child care center to be too dangerous to be occupied, the staff and children will be taken to Job Service. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.8 FOODS

All age groups:

All food/meals are provided for the children by All About Kids, Inc. Meals/snacks provided include breakfast, lunch, an afternoon snack, and supper.

All About Kids, Inc. strives to serve your children healthy and nutritious meals. In doing so we make every effort to serve whole wheat products, homemade (not processed) meals, fruit served in its own juices (not syrup) and non-sugary snacks. We know that offering these choices to the children puts them on the right track for healthy eating for life.

All meals and snacks are prepared on-site and are served to the children in their classrooms. Breakfast is served between 8:00-8:30am, lunch is anywhere between 10:30am-11:30am, afternoon snack is between 2:00-3:30pm, and supper is served at 6:30pm. If your child is present during breakfast, lunch, or afternoon snack they will be offered a meal. Parents are required to call and notify the center by 6:00pm for their child to be served supper. If parents know their child will be late in arriving for a meal, but would still like their child fed, they are asked to please call ahead, and a meal will be saved. If a call is not received from the parents, All About Kids, Inc. will still feed the child but cannot guarantee the child will get a full meal or what was originally served.

All meals are conducted family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by the side items.

Should a parent choose to supply food for their child, all food brought into the center should be labeled with the child's first and last name. Parents are expected to provide nutritious, well-balanced meals for their children. Meals should include a sandwich or main entrée item, snack(s), and a beverage. All About Kids, Inc. will provide milk or water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables, etc. Parents should limit junk food to a minimum in their child's meals. When preparing meals, parents should refer to the Peanut Free policy that follows. All uneaten food will be placed back in the child's bag so parents can see what items and how much their child consumed during the day. Parents should be aware that All About Kids, Inc. will not heat any food items brought in by parents.

All About Kids, Inc. does not allow full size candy bars, sodas, or full-size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

All About Kids, Inc. never uses food as a punishment. Children will never be denied participation meal times for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons.

Infant Classroom:

All About Kids, Inc. will provide most brands of formula, baby food, rice cereal, puffs, and all table food to children in the infant programs. Brands of formula that are not included are specialty brands such as Nutramigen, Alimentum, etc.

Bottles will be prepared just prior to feedings. All bottles will be warmed in a bowl of warm (not hot) water on the counter. Children on breastmilk will each have their own containers for warming. All bottles expire 1 hour after they have been offered to the child and will be discarded.

All About Kids, Inc. can accommodate parents who decide to breastfeed. Below is All About Kids, Inc. Breastmilk Handling and Storage Policy.

- All bottles or bags of breastmilk brought into the center need to be labeled with the child's name and the date it was expressed. All breastmilk brought into the center will be recorded on a Breastmilk Intake Log.
- All About Kids, Inc. will store breastmilk for the following durations: 24 hours in the classroom's refrigerator if thawed from frozen, 3 days in the classroom's refrigerator if freshly expressed, 1 week in the freezer section of the classroom's refrigerator, 6 months in the deep freezer.
- All About Kids, Inc. is required by licensing to follow the above storage guidelines. However, any breastmilk not used/consumed within the above guidelines will be offered to the parent for use at home. All About Kids, Inc. will not dispose of any breastmilk without permission from the family.
- If bringing in frozen breastmilk, families are limited to one medium sized shoebox full (about 30 bags). Frozen bags will be transferred to the classroom's refrigerator daily to be thawed as needed.
- Breastmilk will be thawed in the refrigerator or under warm running water. Each child on breastmilk will have a separate container for thawing and will be labeled with the child's name. Breastmilk will not be thawed at room temperature.
- At the beginning of a feeding, a warmed bottle will be labeled with the time initially offered. Once a bottle of breastmilk has been offered to a child, it will be discarded after 1 hour if not completely consumed.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Plates, cups, bowls, and utensils will be provided by All About Kids, Inc. Parents are required to provide at least 4 infant bottles for their child. These bottles will be kept on-site and will be washed and sanitized each day. Children will not be fed directly from baby food jars. Any opened baby food will be refrigerated and will be discarded if not used within 24 hours. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

When starting baby food or table food, infant staff will rely on parents to communicate when their child is starting on a new food, and how much and at what times of the day the food should be offered to the child. Our staff will not give infants any food items without the parents' permission.

Infants under 12 months of age will not be given any outside food, homemade or store bought, without parents completing an Outside Food Permission Form. A form needs to be completed per occasion (birthdays, parties, etc.) for an infant to be allowed to have outside food. This policy is not intended for parents who supply their own food for their own children i.e. homemade baby food.

25.10 PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, All About Kids, Inc. prohibits peanuts and/or foods containing peanut products on All About Kids, Inc. property, and/or at All About Kids, Inc. sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a countertop, not only from consuming peanuts or peanut products.

25.11 HAND WASHING POLICY

All About Kids, Inc. requires all staff members and children to participate in routine hand washing to help combat the spread of germs and illnesses, both inside and outside of the center. From birth through preschool, children are required to wash their hands during certain times of the day. These times include: upon arrival, after a diaper change or using the toilet, before and after eating, before and after doing an art project or sensory activity, after playing outside, after sneezing, coughing, or blowing their nose, upon departure, and any other time the child's hands become dirty.

Parents are also asked to wash their hands during certain periods to help stop the transfer of germs to and from the center. These times include upon arrival if they will be entering their child's classroom, after wiping their nose or their child's nose, after sneezing or coughing, and upon departure after spending time in a classroom.

25.12 PACIFIER POLICY

Pacifiers are allowed at All About Kids, Inc. in the infant and toddler programs. Infants may use their pacifiers as needed, whether it is for resting or soothing. Once children enter our toddler program, children will only be permitted to have their pacifier at naptime. Upon entering our preschool program, children will no longer be allowed to use a pacifier at the center.

Pacifiers can be kept on-site and will be sanitized daily with the "mouthed" toy items. For more information on "mouthed" toys, see the policy 25.13 below.

25.13 MOUTHED TOY BUCKETS

All About Kids, Inc. staff understands that children will use their mouths to explore toys. Children in the infant classrooms are free to put toys in their mouth, as it is developmentally appropriate for them to do so. It is also developmentally appropriate for toddlers to “mouth” toys, but caregivers will begin to encourage them to explore the toys in other ways. Younger preschoolers may put toys into their mouth, they will be encouraged that it is not sanitary to do so and try to get their attention on something else.

In our programs as soon as a “mouthed” toy is set down by a child, the staff will put the toy in the “Mouthed Toy Bucket” located in each classroom to help prevent the spread of germs. Each day the closing staff member will sanitize all the toys in the “Mouthed Toy Bucket” and place them back in the classroom.

25.14 TOILET TRAINING POLICY

Staff members are willing and able to assist in toilet training a child. There are no center requirements about when or how a child should be toilet trained. If able, staff members will comply with parents’ wishes on their preferred method. Most children will begin by sitting on the toilet at diaper changing times, which is about every 2 hours. When the child is showing signs of being ready, staff members will then begin to work more intensely on toilet training efforts. Some signs providers look for to help decide when a child is ready is if they are able to stay dry for longer periods of time, if they dislike the feel of a wet or dirty diaper, if they talk about sitting on the toilet, or if they are interested in the toileting process.

Children who are toilet training will be taken to the bathroom during that classroom’s scheduled bathroom times and any other time the child communicates a need to do so. If parents wish for their child to be taken to the bathroom more often, they should speak with their child’s teacher. How often a child is taken to the bathroom is limited at a maximum frequency of every 30 minutes.

Parents who wish for their child to wear underwear while toilet training should provide at least 3 full sets of clothing for their child to change into. A full set of clothing includes a shirt, pants, underwear, socks, and shoes. Parents are also required to dress their child in clothing that is easy to remove in the event of an “accident.” Bottoms with an elastic waistband are recommended. Clothing such as overalls, rompers, etc. are not permitted during toilet training.

Parents who request their child wear underwear while toilet training and be taken to the bathroom at a maximum frequency of every 30 minutes will be allowed to do so for one week at the most. If a child is not showing signs of improvement after this time parents should reevaluate the child’s readiness to toilet train. A few signs of a child not being ready to toilet train are multiple accidents within a short period of time, and not wanting to go on the toilet.

25.15 DIAPER CHANGING POLICY

All the programs at All About Kids, Inc. implement the same diaper changing procedure. This procedure is recommended by North Dakota Child Care Aware and is organized in a way that promotes the minimum risk of germs being spread.

Before the child is brought over to the diaper changing area, all the necessary items are set out; diaper, 3-6 wipes, gloves (if needed), and diaper ointment (if needed). The child will then be told that it's time for their diaper to be changed and brought over to the diaper changing area. Depending on the contents of the diaper 1-4 wipes will be used to clean the child front to back. After the child's dirty diaper and wipes are disposed of, the provider will then use 1 wipe to clean their hands, and 1 wipe to clean the child's hands. This helps prevent the spread of germs if the teacher or child came into contact with the contents of the diaper. After a new diaper is secured and the child is dressed, the teacher will then help the child wash their hands with soap and water. Then the diaper pad will be cleaned with soap and water and sanitized with bleach solution. The teacher will then wash their hands with soap and water. Finally, the teacher will then record the time and contents of the diaper change on the child's Kid Report.

When changing a child who is toilet training, but continues to wear diapers or pull-ups, staff members will use the same diaper changing procedure with a few modifications. The child will be brought into the bathroom stall with all the necessary items ready. The teacher will remove the diaper and wipe the child front to back before allowing the child to sit on the toilet. In the event the child sits on the toilet before being wiped the staff member will sanitize the toilet after the child is finished. After the child is finished on the toilet, the caregiver will assist the child in wiping (if necessary) and wipe their hands and the child's hands with separate wipes. The child will then be dressed in a new diaper or pull-up, and the staff member and child will both wash their hands. If a child who is toilet training has a bowel movement, a provider will then use the lying-down diaper changing procedure.

Children who wear diapers and pull-ups will be checked/changed every 2 hours unless needed more frequently.

25.16 OUTDOOR PLAY POLICY

Outdoor play is essential for a child's development. The toddlers and preschoolers will go outside every day, weather permitting. Infants will take advantage of outside time as time and weather permits. The children do not go outside if the temperature is too hot or too cold. In the summer months children will remain inside if the heat index is above 90 degrees F. During the winter, infants and toddlers can go outside if the temperature is 10 degrees F or above, and preschoolers are able to go outside if the temperature is 0 degrees or above (this includes wind chill). Therefore, if you feel your child is too sick to be outside, then please keep them at home. All About Kids, Inc. requires parents to provide their children with clothing that is weather appropriate, as well as proper footwear. Please see our Dress Code policy 22.1 for more information on appropriate clothing and footwear. No child will be left inside for lack of outside clothing. The center has some extra outside clothing available, but not enough for everyone. PLEASE make sure your child has the proper outerwear.

Parents are required to label all their children's outdoor clothing with their first and last name. All About Kids, Inc. is not responsible for lost or damaged articles of clothing.

All outside clothing will be sent home on Fridays to be laundered and returned on Monday.

25.17 PHOTO RELEASE

All About Kids, Inc. staff members use center-owned iPads to take pictures of the children. These photos are used for wall displays, Kid Reports, parent/teacher conferences, All About Kids, Inc. Facebook and website, and sometimes outside center projects. For this reason, parents are asked to complete a Photo Release Form for their child at the time of enrollment.

25.18 VIDEO CAMERA POLICY

All About Kids, Inc. has video cameras in all the classrooms, several in the hallway, and one in the preschool cubby room. The material recorded is only accessible to All About Kids, Inc. administration and may only be viewed by currently employed staff. To protect the privacy of all children at the center, these recordings are not available to anyone (parents or otherwise) outside of the staff, unless disclosure is required by law or court order.

The cameras will be used primarily to improve the classroom environments and the quality of care. No cameras will be positioned to view diaper changing or bathroom facilities.

The cameras record in any location where movement is detected. The information is retained for approximately 14 days. After 14 days the information is recorded over. In case of known incidents, still pictures or a video may be saved and filed with that specific incident report.

25.19 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on All About Kids, Inc. property for any reason. Violation of this policy will result in immediate dismissal from the program.

25.20 SWIMMING

In the summer months the children will participate in weekly swimming in wading pools. The pools are filled with potable water and are emptied, cleaned, and sanitized daily. While children are swimming, they will be under the direct supervision of staff and extra staff will be provided to have higher staff-to-child ratios. The staff will not be engaged in any other activity besides watching the children in the wading pool. The staff at All About Kids, Inc. are CPR and First Aid certified.

A swimming bag will be provided for all children enrolled during the summer months. In the swimming bag, each child must bring a swimming suit, towel, swimming shoes, and swim diapers, if not fully potty-trained. Fully potty-trained means the child does not have any accidents throughout the day. One or two accidents a week means they will need to have a swimming diaper. If your child does not have all the appropriate swimwear they will not be allowed to swim when the rest of the children are swimming.

A permission slip will go out annually in the spring. This permission slip will be good for one year. If the permission slip is not filled out and on file, then your child will not be allowed to swim.

Children will need to be healthy to swim in the wading pools.

ALL ABOUT KIDS, INC.

POLICY: STAFF EMPLOYMENT BY CLIENTS

POLICY NO.: 26

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

The staff of All About Kids, Inc. can be employed by any family (current or former), provided the parents sign an Acknowledgement of Non-Agency Status and Waiver and Release form. This form states that during the time of independent employment, the All About Kids, Inc. staff member is not operating within the scope of employment and would not be under the supervision of All About Kids, Inc. or retain the capacity of employee, representative, or agent of All About Kids, Inc. during the off-campus independent employment. Any parent who employs an All About Kids, Inc. staff member and fails to sign this form may have their child disenrolled and any deposits will be forfeited. Likewise, staff who become employed by current or former families of All About Kids, Inc. who fail to sign the waiver may have their employment with All About Kids, Inc. terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of All About Kids, Inc. to interact with a current or former family of All About Kids, Inc. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

ALL ABOUT KIDS, INC.

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

APPROVED BY: Jen Beck Lizakowski

EFFECTIVE DATE: 5/1/2020

Owner/Director: Jen Beck Lizakowski

Address: 2830 South Washington Street Grand Forks, ND 58201

Phone: (701) 772-4141

Fax: (701) 772-4545

Email: allaboutkidsGF@gmail.com

FORMS

FORMS

Authorization for Emergency Care of Children
With Severe Allergies

A

Release and Waiver of Liability for Administering Emergency Care
To Children with Severe Allergies

B

Kid Reports How to Form

C

**AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in All About Kids, Inc. and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at All About Kids, Inc. so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at All About Kids, Inc.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: _____ Child's Birth Date: _____

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

_____ Bee Sting

_____ Other Insect Bite(s): (identify): _____

_____ Animal(s): (identify): _____

_____ Food Allergy: (identify all foods or groups of foods that must be avoided): _____

_____ Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____ *Shortness of Breath*

_____ Swelling of the Face or Lips

_____ Hives

_____ Vomiting

_____ Diarrhea

_____ Other: (explain): _____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____ Administer the following Medication: (provide name, dosage, and method of administration): _____

_____ Administer EPI-PEN: (provide instructions for administration)

_____ Call Emergency Medical Services (911)

_____ Call the child's parent or guardian

_____ Other (explain): _____

_____ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. yes no

2. Recreational Activity Restrictions: none some restrictions
(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____

Name: _____

Address: _____

Phone #: _____ Fax #: _____

Signature: _____ Date: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize All About Kids, Inc. to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by All About Kids, Inc. on (date) _____. This Form must be updated by (date) _____.

Received By: (Print Name) _____

Signature: _____

Title: _____

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 20____, by and between All About Kids, Inc. and _____ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, All About Kids, Inc. provides child care services and the Parent(s)/Legal Guardian(s) have engaged All About Kids, Inc. to provide child care services for _____ (child's name).

WHEREAS, All About Kids, Inc. has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to All About Kids, Inc. policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge All About Kids, Inc. and its employees or agents from any liability arising in law or equity as a result of All About Kids, Inc. employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that All About Kids, Inc. has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of North Dakota which is the location of the All About Kids, Inc. facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term All About Kids, Inc. shall include All About Kids, Inc., its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

All About Kids, Inc.:

Center Address: 2830 S. Washington St. Grand Forks, ND 58201

Name: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

HOW TO FILL OUT A MEDICATION FORM ON KID REPORTS

Filling out Medication Form:

1. If you are looking to add a medication form for Kid Reports, select the top right Add Activities button then select your child's picture & name.
2. Next select Non-Prescription or Prescription Medicine.
3. Once you have selected Prescription or Non-Prescription you will fill out the form-
 - a. Starting with your child's name & date of birth.
 - b. Next you will put in the type of medicine you would like to give them, make sure to select Add after you type it in so that it shows up on the list.
 - c. You will then type the dosage – make sure to put mL or the unit afterwards
 - d. Next please add when the medicine was last given and when to give more such as: “10 am” - “as needed” or “every 4 hours”
 - e. Make sure to click ADD after each item you type.
 - f. The bottom says PLEASE MAKE SURE TO SIGN ON THE NEXT TAB- at the very bottom right you will see a sign tab click that and then sign AND type your name. Make sure to SAVE afterwards. This is what gives us permission to administer medicine to your child so PLEASE MAKE SURE TO SIGN.

~ Now the medication form will send to your child's Kid Reports page and we will now be able to see the form on our end which then gives us the necessary information and permission to administer the medication.